



Office Coordinator/ Administrator, London

The Office Coordinator will have an extremely varied job role within the business and will be the first point of contact for W11 Construction. You will be joining a team renowned for their exceptional client service and are currently winning a variety of high end residential contracts in London. You will be given exposure to an array of responsibilities within all divisions in the business. You will be responsible for building good working relationships with directors, staff, clients, contractors and other third parties.

It is a multi-faceted position requiring significant telephone and email interaction with technical and commercial staff. The office space is a recently converted modern and characterful facility.

Key Responsibilities

- Office management and administrative support including preparing documents, answering telephones, keeping the office organised.
- Arranging team meetings including minute taking when required.
- Photocopying, Filing, Scanning documents and carrying out any other administrative duties as and when required
- Assisting Quantity Surveyors and Building Surveyors with administrative duties i.e writing reports.
- Diary Management
- Administrative support to the Managing Director including preparing documents, travel arrangements.
- Project administration as and when required..
- Assisting with monthly reconciliation of staff timesheets.
- Ensuring all projects are invoiced in a timely manner.
- Ordering of stationary as and when required.
- HR administration i.e assisting in maintaining all payroll records and employee details.
- Ad hoc duties to support the day-to-day activities of the business



Personal Profile

The Office Coordinator will have:

- Ability to prioritise and deal with a large volume of requests from different people
- This post requires extensive email and telephone interactions so good written and verbal English is important
- You must be proficient with Microsoft Excel, Word and Outlook
- Previous experience in a similar role
- Enthusiastic, ambitious with the ability to work on your own initiative.
- Strong communication skills and excellent attention to detail with proven ability to meet deadlines
- Ability to work flexible hours

Package: Competitive

Please apply by sending a copy of your most up to date CV to:
work@w11construction.co.uk